



Job Description: Director of Communications

Purpose: To assist with the leadership and general promotion of the Wanless Park Community Tennis Club in the general area of club communications. As a Board Member, support the organization's objective of encouraging and promoting the game of tennis amongst the membership and in the community to lead the Club into the future.

Responsibilities include:

- Establish, measure and monitor overall long- and short-term goals, objectives and priorities for Wanless Park Community Tennis Club in meeting the needs of the community; such as being an ambassador for the club in the community, and upholding and championing the values of the club.
- Coordinate and prepare broadcast on-going newsletter communications to the membership during the season with input from other Board Members, Club Manager and the Head Pro. Ensure consistency in all Club communication (Note: all pre-season communication related to membership renewal is the responsibility of the Director of Membership)
- Coordinate communications to the membership through a variety of other mechanisms (e.g., social media, Instagram, Twitter, surveys, etc.).
- Ensuring that the content on WPCTC website is up to date and accurate (Note, IT / Member Support handles the technical side of website update):
 - Preseason:
 - Review website content and identify areas for improvement, required updates or changes.
 - Coordinate with Board Members and Head Pro.
 - In-season:
 - Make recommendations for changes / updates as required.
- Identify requirements and define content for any Club signage. Work in partnership with President or VP and Club Manager in order to oversee production of said signage.

Details of the position:

- Length of term is one year, which may be renewed for a maximum of five (5) consecutive years through the nomination and election process at the Annual General Meeting.
- Candidate must be a member in good standing of the Club.
- Position carries one vote.



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Expectations include:

- Attend and participate in monthly Board of Director meetings. Meetings are usually held on the evening of the second or third Monday each month with the exception of August when no meeting is held. Board members are expected to attend the majority of meetings (at least eight of eleven) in person or via Google Meet. Monthly board meetings typically last between two and two and a half hours.
- Attend the Annual General Meeting.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Maintain Board confidentiality. Publicly support Board decisions.
- Foster a positive working relationship with other Board members, the clubhouse staff, the Head Pro, and court instruction team as well as City of Toronto staff who work at the park.
- Be aware of and declare any conflict of interest.
- Understand and make best efforts to represent and advocate in the interests of all Club members.